

MARYLAND DEPARTMENT OF HEALTH
PRE-PROPOSAL CONFERENCE

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM
LOCAL AGENCY FOR TARGETED AREAS IN BALTIMORE CITY

OPASS NO. 19-18151

MONDAY, JANUARY 14, 2019
10:00 A.M.

Maryland Department of Health
201 West Preston Street
Conference Room L-2
Baltimore, Maryland 21201

PRESENT FROM MARYLAND DEPARTMENT OF HEALTH:

JESSICA FIELDS, Contract Officer
Office of Procurement and Support Services

MARY ROYER, Chief, Finance and Contract Management
Maryland WIC Program

LATONYA SCOTT, Contracts and Fiscal Management
Maryland WIC Program

HEATHER THOMAS, Procurement Specialist
Maryland WIC Program

JENNIFER WILSON, Program Director
Maryland WIC Program

ALSO PRESENT:

PATRICIA BELL-WADDY, Johns Hopkins WIC Program
DAVID PAIGE, Johns Hopkins WIC Program

REPORTED BY: DEBORAH B. GAUTHIER, Notary Public

1 P R O C E E D I N G S

2 MS. FIELDS: Hello, everyone. We're going to
3 just do introductions I guess to begin with. My name
4 is Jessica Fields, and I am from the Procurement
5 Department here.

6 MS. ROYER: I'm Mary Royer. I'm from the
7 Maryland WIC Program. I'm in the Fiscal and Contract
8 Unit.

9 MS. THOMAS: Heather Thomas, Procurement
10 Specialist in the WIC Program.

11 MS. SCOTT: And LaTonya Scott. I'm in
12 Contracts and Fiscal Management.

13 MS. BELL-WADDY: I'm Patricia Bell-Waddy,
14 Coordinator of the Hopkins WIC Program.

15 MR. PAIGE: Good morning. I'm David Paige.
16 I'm the Director of the Johns Hopkins WIC Program.

17 MS. FIELDS: Okay. You guys all have an
18 agenda, so we're going to just start basically going
19 over the RFP and the procurement process and things
20 like that. Since we don't have a lot of people here --

21 MR. PAIGE: Just a little louder.

1 MS. FIELDS: Oh, sure. I'm sorry.

2 MR. PAIGE: Thank you.

3 MS. FIELDS: We're going to just start going
4 over the RFP and the procurement process and things
5 like that, and since we don't have a lot of people here
6 today, then, hopefully, we won't have to be here super,
7 super long. As I said, my name is Jessica Fields, and
8 I'm from the Procurement Department here. It's the
9 Office of Procurement and Support Services, so that
10 stands for OPASS. I'm going to be going over the
11 procurement process, and if you need any further
12 clarification or have any other questions, you can feel
13 free to reach out at me -- reach out to me at this
14 e-mail address. It is jessica.fields1@maryland.gov,
15 and you can reach me at the phone number, 410-767-5190.

16 This meeting today is to review the Request
17 for Proposal for the Provision of the WIC Program Local
18 Agency for Targeted Areas in Baltimore City. Every-
19 one's signed in, so that's good.. The contract
20 resulting from this RFP is going to be for five years
21 with no options years, and the anticipated start date

1 is July 1st of 2019. You should have a copy of the RFP
2 already, and Mary will go over the scope of work in a
3 little bit, but I just want to note that this RFP is
4 for administering the Women, Infants, and Children
5 (WIC) Program in targeted areas of Baltimore City. The
6 services include enrolling applicants in the WIC
7 Program, providing supplemental foods through the WIC
8 Food Instrument system, making nutrition education
9 services available, and providing referrals to health
10 care and other social service agencies, as needed.

11 Any other documentation that will be with
12 this RFP is going to be put onto eMaryland Marketplace,
13 so you can check there for that and you can also check
14 on the State's website. All of that information will
15 be posted, as necessary. As you know already, you have
16 to be registered with eMaryland in order to receive
17 this contract, and I'm sure that you already are.

18 So if you have any other questions, like I
19 said, please send your questions in writing, and you
20 can send it to my e-mail address or you can send it to
21 the OPASS e-mail address, which is listed in the RFP,

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1 and I don't think it's on your agenda, but I can give
2 it to you after this. So all of the questions need to
3 be submitted in writing so that we can post it on
4 eMaryland and online for anybody else who needs to see
5 or who wasn't available to come here today.

6 In the RFP -- excuse me -- Section 4.3,
7 labeled "Questions," there will be a thorough write-up
8 as to how you can send those questions and the type of
9 questions that are appropriate to ask. And there's a
10 time line on those questions as well, so you want to
11 make sure that you send them no later than five days
12 before the Proposal due date -- before the Proposal due
13 date, so you want to make sure you do that, just so
14 that we have enough time to answer them and post the
15 answers, 'cause, like I say, whoever's not here today
16 will be able to see those answers as well. So these
17 Proposals are due, I believe, the 15th of February, so
18 you have up until February 10th to submit any
19 questions.

20 Just some points to emphasize here. This is
21 a Competitive Sealed Proposal, so there will be several

1 steps involved in this process. Once the Proposals are
2 submitted, then they will be reviewed by an Evaluation
3 Committee, and that is further explained in Section 6
4 of the RFP. Generally, what happens after that, we'll
5 have orals or interviews and clarification questions,
6 if necessary, and then all of that before the award.

7 I'm going to go down to the Proposal Format.
8 In Section 5 of the RFP, there is a full explanation of
9 the format of the Proposal that you should be sending
10 in response to this RFP. This -- I want to stress that
11 the Proposals need to be submitted separately, so your
12 Technical Proposal --

13 VOICE: There's no Financial Proposal in
14 this.

15 MS. ROYER: Yeah.

16 MS. FIELDS: Never mind. Scratch that. But
17 make sure that your Technical Proposal is written in
18 accordance to those guidelines in Section 5. I also
19 want to note that there are no MBE or VSBE goals for
20 this Proposal or this RFP. And the submission
21 guidelines, there are three acceptable means of

1 delivering your Proposals, and they're kind of spelled
2 out in Section 5.3. So you can send it through the
3 U.S. Postal Service, you can hand deliver by courier,
4 or you can hand-deliver to -- by, like, just the
5 Offeror. If you're going to hand-deliver it, you need
6 to make sure that --

7 (Whereupon, Jennifer Wilson entered the
8 conference room.)

9 MS. ROYER: -- hello -- that you -- that you
10 request it be delivered in my name, because I'll be the
11 person that's picking it up, and you need to deliver it
12 no later -- by two o'clock of the due -- the closing
13 due date, which is, again, February 15th. So I think
14 that's all for my part. If you have any specific
15 questions about the evaluation or Proposal format, you
16 can reach out to me via e-mail or phone; if you have
17 any questions right now, you can ask me; but, if not,
18 then I'm going to hand it off to Mary to go over the
19 scope of work and things like that. Questions?

20 MS. ROYER: Do you guys have any questions
21 about the procurement portion of the Proposal?

1 MR. PAIGE: No, I don't think so. There is
2 -- on the actual instructions, there are a couple of
3 issues. I think we figured it out, but where it were
4 to indicate "yes" and then there is to submit it with
5 the Proposal, but it would say "N" in the little box,
6 in terms of application.

7 MS. FIELDS: Is it a form?

8 MR. PAIGE: Pardon me?

9 MS. FIELDS: Is it a form in there you're
10 talking about?

11 MR. PAIGE: Yes, yes, somewhere -- some of
12 the forms.

13 MS. ROYER: Well, let's go to it. Oh, here
14 it is.

15 MS. FIELDS: Was there one in particular that
16 you had a question about?

17 MR. PAIGE: You see the Y's and the N's?

18 MS. ROYER: Yeah.

19 MR. PAIGE: Yeah. Uh-huh. And there are
20 about two where it's -- it appears to be in conflict;
21 "With Proposal," but it has an "N" marked.

1 MS. ROYER: Oh, okay. So if it's --

2 MR. PAIGE: Do you see that?

3 MS. ROYER: Yeah, I see what you're saying.

4 So if it has an "N," it does not apply, so you do not
5 have to submit that.

6 MR. PAIGE: So the "N" controls --

7 MS. ROYER: Yes.

8 MR. PAIGE: -- in the little column.

9 MS. ROYER: Yes.

10 MR. PAIGE: Yes. Okay. Great. That's very
11 helpful.

12 MS. ROYER: It's just like a standard
13 template, so with the "When to Submit," but the "Apply"
14 is the section that --

15 MR. PAIGE: Yes.

16 MS. ROYER: -- if it says yes, that's when
17 you would do it; if not, skip right over it.

18 MR. PAIGE: You have one other issue and that
19 was the specific instructions with respect to -- I
20 believe it's as you go to page 37, where it indicates
21 -- actually, it discusses the response and it tells

1 you, specifically, to mark Section -- I'll give an
2 example -- 2.2.1 is an example -- and then response. I
3 assume that is 2.2.1, followed by the actual text of
4 the response.

5 MS. ROYER: Yes.

6 MR. PAIGE: You don't want a specific 2.2.
7 response and then the text? The response is the text?

8 MS. FIELDS: Yes. Yeah.

9 MS. ROYER: Actually, yes.

10 MR. PAIGE: Okay.

11 MS. ROYER: It's just giving a format
12 guideline.

13 MR. PAIGE: That format will follow this.

14 MS. ROYER: Yes.

15 MS. FIELDS: Yes.

16 MR. PAIGE: Yes. Uh-huh. We're just
17 indicating we read it carefully.

18 MS. ROYER: Yeah, good.

19 MR. PAIGE: Okay. We have some experience
20 with the Program, as you know, but we felt we'd clarify
21 those two points. Thank you.

1 MS. FIELDS: This is a new template, so --

2 MR. PAIGE: We recognize that, yes. The
3 sequencing is different than it was formerly, and we're
4 attentive to that and we're aware of it and are moving
5 it to obviously follow the current template.

6 MS. FIELDS: Yes. That's a -- that is a
7 really, really important, so thank you for noting that.
8 You want to make sure that you are following those
9 sectional guidelines, so --

10 MR. PAIGE: Thank you.

11 MS. ROYER: All right. Just a quick
12 overview. Like Jessica said, this is an RFP to
13 administer the Women, Infant, and Children Program in
14 Target Areas in Baltimore City. The services include
15 enrolling applicants in the WIC Program, providing
16 supplemental foods through the Food Instrument system,
17 making nutrition education services available, and
18 providing referrals to health care and other social
19 service agencies, as needed. The services and benefits
20 will be provided to pregnant, postpartum, and
21 breastfeeding women, infants, and children under the

1 age of five who are determined eligible, and the
2 Program is to be administered according to the Local
3 Agency Policies and Procedures Manual and any
4 applicable federal regulations. So that's an overview
5 of everything. Do you guys have any questions about
6 the scope of work that was indicated in the RFP?

7 MR. PAIGE: No.

8 MS. BELL-WADDY: (Shakes head negatively.)

9 MS. ROYER: No? You guys are familiar.

10 MS. FIELDS: You done?

11 MS. ROYER: Yeah.

12 MS. FIELDS: Well, if you don't have any
13 further questions about any of the sections of the RFP
14 or the process, we can probably get ready to adjourn.
15 I have your contact information, although I can't read
16 that. So the minutes from this meeting will be posted
17 on eMaryland Marketplace and also posted on the --
18 sorry -- the MDH website, so you can review everything
19 there. Again, if you have any questions, please make
20 sure that you submit them via e-mail, and, yeah, I
21 think that that might be all.

1 MR. PAIGE: Thank you.

2 MS. ROYER: Quick meeting, guys. Thanks for
3 coming.

4 MR. PAIGE: All right. That's great. Thank
5 you. Thank you very much.

6 MS. FIELDS: Well, thank you for coming, in
7 spite of the weather.

8 (Whereupon, at 10:15 a.m., the pre-proposal
9 conference was concluded.)

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CERTIFICATE OF NOTARY

I, Deborah B. Gauthier, Notary Public, before whom the foregoing pre-proposal conference was held, do hereby certify that said pre-proposal conference is a true record of the proceedings; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the pre-proposal conference was reduced to typewriting by me or under my direction.

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